

NOV WITH SUMMARY OF INSPECTION FINDINGS
Air, Water and Waste Programs

 Date

 Senior Official

Re: Name of Entity and/or Facility , TNRCC ID No. , EPA ID No., if applicable

Dear :

On Date of Inspection , a representative of our office conducted an inspection of the above-referenced (facility or operation) to evaluate compliance with applicable (air quality, approved pretreatment program, storm water, public water supply, industrial solid waste, municipal solid waste, petroleum storage tank) requirements. During the inspection, some concerns were noted which were alleged noncompliances that have been resolved through verbal notification and subsequent corrective action. In addition, certain outstanding alleged violations were identified. **(Delete redlined text if there were no alleged noncompliances resolved through verbal notification.)** Enclosed is a summary which lists the inspection findings. For each outstanding alleged violation, we have identified either a specific date or time frame (e.g., 30 days) by which the alleged violation should be corrected or indicated that a compliance plan and schedule must be submitted. Any specific compliance time frame that is given should be measured from the date of this letter. If submittal of a compliance plan and schedule is required, we request that you provide that information to us by Date .

[Air, Water and Waste: Insert paragraph 1 about obtaining copies of rules/regulations, if applicable.]

The Texas Natural Resource Conservation Commission recognizes that the great majority of the regulated community wants to prevent pollution and to comply with environmental laws. The agency looks forward to working with you to resolve these matters. If you complete the necessary corrective actions and resolve the outstanding alleged violations in a timely manner, we will not pursue further action for the alleged violations at this time. However, please note that if you fail to adequately respond, the TNRCC will consider exercising the enforcement powers granted by the Legislature to carry out its mission to protect human health and the environment.

[PST: Insert paragraph 2 about shutdown of an UST.]

If you or members of your staff have any questions regarding these matters, please feel free to contact Mr./Ms. in our City Name Regional Office at (____)____-____.

Sincerely,

 Media Section Manager
 City Name Regional Office

 /

cc: Selected Entity Representatives (if appropriate)

Enclosure(s) - (List specific enclosures by name.)

INSERTS

1. Obtaining Copies of Rules/Regulations

In the listing of alleged violations, we have cited applicable requirements, including any Texas Natural Resource Conservation Commission (TNRCC) rules. If you would like to obtain a copy of the applicable TNRCC rules, you may contact any of the sources listed in the enclosed brochure entitled "Obtaining TNRCC Rules." Copies of applicable federal regulations may be obtained from either of the following offices:

U.S. Government Printing Office
Texas Crude Building
801 Travis Street
Houston, Texas 77002
713/228-1187 (phone)

U.S. Government Printing Office
Room 1C-50
Federal Building
1100 Commerce Street
Dallas, Texas 75242
214/767-0076 (phone)

(Delete redlined text about copies of federal regulations if not applicable.)

2. Shutdown of an UST

Please also be advised that pursuant to the Texas Water Code §26.3475 the TNRCC is now authorized to order the shutdown of any underground storage tank (UST) system which is found to be noncompliant with release detection, and spill and/or overfill prevention regulations, until such time as the UST system is brought into compliance with Commission regulations.

SUMMARY OF INSPECTION FINDINGS

Entity:	TNRCC ID:	Inspection Date:
	EPA ID: (delete if N/A)	

OUTSTANDING ALLEGED VIOLATIONS			
No.	Requirement(s) Cited	Description of Alleged Violation and Corrective Action Recommendation	Compliance Due Date

ALLEGED NONCOMPLIANCES NOTED AND RESOLVED		
No.	Requirement(s) Cited	Description of Alleged Noncompliances and Corrective Action Taken